

APA Citation Style

A guide from the Landmark College Library, updated for the 7th edition (©2020)

- American Psychological Association’s Style of citing sources
- Usually used in **social and behavioral sciences papers** (such as psychology papers)
- Explained fully in *The Publication Manual of the American Psychological Association, 7th Edition*. (You can ask for this manual at the Front Desk for use in the library.)

Contents

References List	2
Indenting	2
Books	3
Basic Format for Books	3
One Author	3
Two Authors, Other Than First Edition	3
Three Authors	3
DSM-5-TR: <i>Diagnostic and Statistical Manual of Mental Disorders, 5th ed., Text Revision</i>	3
Essay or Chapter in an Edited Book (3 versions)	3
Book authored by a group or organization	4
eBook from eBook Academic Collection (EBSCOhost)	4
eBook from Kindle	4
Audiobook (released in a different year than the text version)	5
Audiobook (Originating from a non-database URL)	5
Online Dictionary or Thesaurus	5
Encyclopedia Entry, Print	5
Encyclopedia Entry, Online	5
Periodicals	6
What’s the difference between magazines and journals?	6
Basic Format for Periodical Articles	6
Magazine Article, Online	6
Magazine Article, Print	6
Journal Article Published Online Ahead of Print	6
Newspaper Article Found on the Newspaper’s Website	7
Newspaper Article, Anonymous Author	7
Articles from Online Databases	7
Journal, Magazine, or Newspaper Article from an Online Database	7
Basic Format for an Online Database Article	7
CQ Researcher Articles	7
Blog Post	8
Social Media	8
Websites & Webpages	8
Entire Websites	8
Webpage: Basic Format	8
Webpage, Group or Organization	9



Webpage, No Date	9
Webpage, News Website	9
Technical & Research Reports	9
Email & Other Personal Communications.....	9
Videos and Audio	10
YouTube (or other video website) Video	10
Film or Video	10
Podcast Episode	10
Images/Visual Works.....	10
Photograph.....	10
Artwork	10
Same Author, Different Works.....	11
In-Text Citations	11
Paraphrasing	11
How to Paraphrase.....	11
One Author.....	11
Two Authors	12
Three to Five Authors.....	12
How to cite a source that is cited in your source.....	12
Quoting.....	12
How to quote a source directly:.....	12
In-Text Citations for Quotes from Sources Without Page Numbers	13
For Quotes Longer than 40 Words, Use a Block Quotation:.....	13
How to indent a long quote:	14
How to quote a source more than once within a paragraph:	14

References List

A References List is the list of the sources you used to write your paper. Place this list at the end of your paper on its own page(s), and before any tables, figures, or appendices.

- Title your list **References**.
- List your sources **alphabetically by author**.
- **Double-space** your References list.

Indenting

Indent the second and subsequent lines of each citation. Use a **hanging indent** to indent this way.

Here's how:

1. Highlight your citations.
2. Click on the **bottom triangle (not the rectangle!)** of the ruler near the top of the screen.
3. Drag the bottom triangle to the **half-inch mark** (see below):





Mallipeddi, N. V., & VanDaalen, R. A. (2021). Intersectionality within critical autism studies: A narrative review. *Autism in Adulthood*. Advance online publication. <https://doi.org/10.1089/aut.2021.0014>

OR, even quicker! (windows)

1. Highlight all your citations.
2. **Ctrl + Tab** (the Control key and the T key together)

Books

Basic Format for Books

Author's Last name, First Initial. Middle Initial. (Year). *Book title: Subtitle*. Publisher.

One Author

Kriss, A. (2020). *The gaming mind: A new psychology of videogames and the power of play*. The Experiment.

Two Authors, Other Than First Edition

Lerner, J. W., & John, B. H. (2015). *Learning disabilities and related disabilities: Strategies for success*. (13th ed.). Cengage Learning.

Three Authors

Curington, C. V., Lundquist, J. H., & Lin, K. H. (2021). *The dating divide: Race and desire in the era of online romance*. University of California Press.

DSM-5-TR: *Diagnostic and Statistical Manual of Mental Disorders, 5th ed., Text Revision*

American Psychiatric Association (2022). *Diagnostic and statistical manual of mental disorders* (5th ed. Text Rev.). <https://doi.org/10.1176/appi.books.9780890425787>

Note: Even if you consult the print version of the *DSM*, you should provide the DOI address because it has one. Don't want to copy the above URL? Then Google "dsm-5-tr doi" and copy the DOI there.

Essay or Chapter in an Edited Book (3 versions)

1. For essays published for the first time:



Essay Author's Last name, First Initial. (Year). Essay title. In Editor's First Initial Last Name (Ed.), *Book title* (pp. # - #). Publisher Name. DOI or URL

Akins, E. (2021). Navigating the education system with an ADHD girl: How to square the circle. In J. Steer (Ed.), *Understanding ADHD in girls and women* (pp. 133-172). Jessica Kingsley Publishers.

2. For essays reprinted from a journal article (e.g., essays in an anthology):

Essay Author's Last name, First Initial. (Year of book). Essay title as the book names it, not as the original source names it. In Editor's First Initial Last Name (Ed.), *Book title* (pp. # - #). Publisher Name. (Reprinted from *Name of Journal*, Year, Volume#, pp. #-#, DOI)

Milgram, S. (2007). The perils of obedience. In W. F. Schulz (Ed.), *The phenomenon of torture: Readings and commentary* (pp. 110-119). Philadelphia, PA: University of Pennsylvania Press. (Reprinted from *Harper's*, December 6, 1973, 246, 62-66, 75-77.)

3. For essays reprinted from another book (e.g., essays in an anthology):

Essay Author's Last name, First Initial. (Year of book). Essay title as the book names it, not as the original source names it. In Editor's First Initial Last Name (Ed.), *Book title* (pp. # - #). Publisher Name. (Reprinted from *Book Title: Subtitle*, pp. #-#, by First Initial. Last Name, Year, Publisher Name.)

Jung, C. G. (1991). Forerunners of the idea of synchronicity. In V. S. De Laszlo (Ed.), *Psyche and symbol* (pp. 277-296). Princeton University Press. (Reprinted from *The interpretation of nature and the psyche*, pp. 485-519, by C. G. Jung, 1955, Bollingen Foundation.)

Special Note about In-Text Citations for Reprinted Essays:

Cite both years in your in-text citations, like this (Last Name, newest year/oldest year):

(Milgram, 2021/1973)

Book authored by a group or organization

Name of group or organization. (Date). *Book title* (edition). Publisher name. DOI if available.

American Psychiatric Association. (2013). *Diagnostic and statistical manual of mental disorders* (5th ed). <https://doi.org/10.1176/appi.books.9780890425596>

Note: If the organization and publisher are the same, omit the publisher.

eBook from eBook Academic Collection (EBSCOhost)

Wagoner, B. (2020). *Where culture and mind meet: Principles for a dynamic cultural psychology*. Information Age Publishing.

Note: An ebook from an academic database that does not include a DOI is cited the same as a print book. Do not include the URL or permalink.

eBook from Kindle

Author's Last name. First Initial. (Year). *Book title*. Publisher Name. URL, if available.

Note: An ebook on a Kindle is cited the same as a print book, unless a URL is available. It is not necessary to include format, platform, or device.



Silberman, S. (2015). *Neurotribes: The legacy of autism and the future of neurodiversity*. Avery.

Audiobook (released in a different year than the text version)

Author's Last name. First Initial. (Year). *Book title* [Audiobook]. Place: Publisher. (Original work published XXXX)

Prizant, B. M. (2022). *Uniquely human: A different way of seeing autism* (B. M. Prizant, Narr.) [Audiobook]. Simon & Schuster Audio. (Original work published 2015)

Note: For audiobooks, it is not necessary to include narrator and audiobook notation, except when it is a republished work (i.e., the year of the print version and audio version differ, such as in the example above) or if you quote from the audiobook.

Audiobook (Originating from a non-database URL)

Author's Last name, First Initial. (Year). *Book title* (Narrator First Initial. Last Name, Narr.) [Audiobook]. Publisher. URL of streaming audio provider

Bakan, M. (2018). *Speaking for ourselves: Conversations on life, music, and autism*. Tantor Audio. <https://www.amazon.com>

Note: For audiobooks, it is not necessary to include narrator and audiobook notation, except when it is a republished work (i.e., the year of the print version and audio version differ) or if you quote from the audiobook. The example above includes neither.

Online Dictionary or Thesaurus

Author, Editor, or Organization name. (Year or n.d. for "no date"). *Title of dictionary or thesaurus*. Retrieved Month Day, Year, from URL

Merriam-Webster. (n.d.). *Merriam-Webster.com dictionary*. Retrieved February 17, 2022, from <https://www.merriam-webster.com/>

Encyclopedia Entry, Print

Author's Last name, First Initial. (Year). Article title. In Editor's First Initial Last Name (Ed.), *Encyclopedia title* (# ed., Vol. #, pp. # - #). Publisher Name.

- If no author is given for the entry, place the entry title in the author position.
- You do not need to include an edition statement if the encyclopedia is a first edition; otherwise write editions like "2nd ed." or "Rev. ed."

Melznack, R. (2015). Cultural hegemony. In S. Thompson (Ed.), *Encyclopedia of diversity and social justice* (Vol. 1, pp. 184-186). Roman and Littlefield.

Encyclopedia Entry, Online

Author's Last name, First Initial. (Year). Article title. In Editor's First Initial Last Name (Ed.), *Encyclopedia title* (# ed.). Publisher. URL

- Use the entry URL for online encyclopedias everyone can access on the open Web.



- Use a permalink URL for subscription online encyclopedias, such as from your library.

Transgender access to bathrooms. (2018). In M. Issitt (Ed.), *Gender: Roles & rights*. Salem Press.
https://online.salempress.com/articleDetails.do?articleName=OP3GR_0022

Periodicals

What's the difference between magazines and journals?

Magazines

- Glossy cover and pages
- Includes advertisements
- Many photos and graphics
- Easier to read
- Catchy, even sensational article titles
- Of general interest (*Time*), trade or technical interest (*Popular Mechanics*), business interest (*Forbes*), or political interest (*The Nation*)

Journals

- Duller cover and pages
- Few or no advertisements
- Few or no photos and graphics
- Harder to read (more jargon)
- Informative article titles
- Of scholarly interest for members of a specific professional field
- Typically include citations

Basic Format for Periodical Articles

Last name, First Initial. Middle Initial. (Year, Month Day). Article title. *Magazine/Journal/Newspaper Title, Volume number*(Issue number), Page numbers. DOI or URL

Note: When information (e.g., volume number, issue number, page range) is missing, omit it from the reference.

Magazine Article, Online

Weatherford, C. B. (2021, March 17). More Than a Footnote: Challenges for BIPOC Nonfiction Authors. *The Horn Book Magazine*. <https://www.hbook.com/story/more-than-a-footnote-challenges-for-bipoc-nonfiction-authors>

Magazine Article, Print

Cooper, C. (2021, November/December). Trans Triumph. *The Advocate*. (118), 7-8.

Journal Article

New to the 7th ed. of APA Style: Always include the issue number.

Villares, E., Starrett, A., & Limberg, D. (2022). Exploring school counseling during the first wave of COVID-19. *Journal of Counseling & Development*, 100(4), 386-398. <https://doi.org/10.1002/jcad.12433>

Journal Article Published Online Ahead of Print

Mallipeddi, N. V., & VanDaalen, R. A. (2021). Intersectionality within critical autism studies: A narrative review. *Autism in Adulthood*. Advance online publication. <https://doi.org/10.1089/aut.2021.0014>



Newspaper Article Found on the Newspaper's Website

Moyer, M. W. (2022, October 6). Hang-xiety? How a night of drinking can tank your mood. *The New York Times*. <https://www.nytimes.com/2022/10/06/well/live/hangover-anxiety-mood.html>

Newspaper Article, Anonymous Author

(Use p. or pp. for page numbers of print newspaper articles, or list the URL for online articles.)

Religious leaders protest House immigration bill. (2006, April 11). *The Keene Sentinel*, p. 2.

Articles from Online Databases

Journal, Magazine, or Newspaper Article from an Online Database

Basic Format for an Online Database Article

Author's Last Name, First Initial. Middle Initial. (Year, Month Day). Article title. *Magazine/Journal/Newspaper Title, Volume number*(Issue number), Page numbers. DOI or URL

Nankervis, M. (2022). Diversity in romance novels: Race, sexuality, neurodivergence, disability, and fat representation. *Publishing Research Quarterly*, 38(2), 349–363. <https://doi.org/10.1007/s12109-022-09881-6>

A Note about APA Citations Created by Databases:

Many databases provide APA-style citations for you.

Look for words like “Citation” or “Cite” near options to print and save.

Caution! Database-generated citations may have flaws:

- Most databases capitalize every word, even prepositions like “of.”
- Sometimes citations are missing information, such as issue or page numbers.

Basic Format for an Online Database Article *Abstract*

Author's Last Name, First Initial. (Year, Month Day). Article title. *Magazine/Journal/Newspaper Title, Volume number*(Issue number), Page numbers. [Abstract] DOI

Wood-Downie, H., Wong, B., Kovshoff, H., Mandy, W., Hull, L., & Hadwin, J. A. (2021). Sex/gender differences in camouflaging in children and adolescents with autism. *Journal of Autism and Developmental Disorders*, 51(4), 1353–1364. [Abstract] <https://doi.org/10.1007/s10803-020-04615-z>

CQ Researcher Articles

Articles from the online version of the *CQ Researcher* are cited as if they are an online version of a magazine article. You can access the full citation of the article by simply clicking the **Cite Now button** at the top of the first page.



The citation will appear in a separate window from which you may copy and paste the citation directly into your bibliography.

If you prefer to construct the citation on your own, here's how:

Basic Format for a CQ Researcher Article (Online version)

Last Name, First Initial. (Year, Month Day). Article title. *CQ Researcher*, Volume number, Page numbers. <http://library.cqpress.com>

Terry, R. (2022, January 21). Teaching about racism. *CQ researcher*, 32, 1-33. <http://library.cqpress.com>

Blog Post

Basic Format for a blog post

Author's Last Name, First Initial. (Year, Month Day). Article title. *Title of blog*. URL

Boheler, G. (2022, May 3). The idealized norm: The systemic impact of ableism on human service fields. *RDs for Neurodiversity*. <https://www.rdsforneurodiversity.com/blog>

Social Media

Basic format for Twitter and Instagram

Author's Last Name, First Initial. (@username). (Year, Month Day). *Content of the post up to the first 20 words or Description of audiovisual*. [Description of audiovisual]. [Format]. Social media site name. URL

Bustillos, M. (@mariabustillos). (2022, September 20). *We are living in the age of literary sequels, says Jason Adam Katzenstein*. [Image with link attached] [Tweet]. Twitter. <https://twitter.com/mariabustillos/status/1572192362817798144>

Basic format for Facebook and others

Author's Last Name, First Initial or Name of Group. (Year, Month Day). *Content of the post up to the first 20 words* [Description of audiovisual]. Social media site name. URL

American Library Association. (2022, September 20). *It continues to put students behind when they don't have source materials that can actually tell them who they are...*[Video link attached]. Facebook. <https://www.facebook.com/AmericanLibraryAssociation/posts/pfbid02ujZDBm61kvCS6mkJNGG CmpX79qXf2LbAA47dKHtGkFGqtsAUXHTUSSLFEnbRwbyKI>

Websites & Webpages

Entire Websites

To cite an entire website, include its name and URL in the text of your paper. Enclose the URL in parentheses. Websites should not be included in the references list at the end of a paper.

Webpage: Basic Format

Author Last Name, First Initial. (Year, Month Day page was last updated). *Title of work*. Website Name. URL.



Author: Look at the top and bottom of the page to see if an author is listed. If no author is listed, use the group or organization responsible for the page. If there is no author or group listed, start the citation with the title of the page, followed by the date.

Date: Look at the top and bottom of the page for a date. If none is listed, list the date as “(n.d.)” If just a year is listed, list only the year.

Ascher, M., & Ascher, L. (2022, June 3). *5 tips for law students with adult ADHD*. Psychology Today.
<https://www.psychologytoday.com/us/blog/celebrating-adhd-and-neurodiversity/202206/5-tips-law-students-adult-adhd>

Webpage, Group or Organization

Group or organization name. (Year, Month Day web page was last updated). Title of page. URL

Centers for Disease Control and Prevention. (2022, August 9). What is ADHD?
<https://www.cdc.gov/ncbddd/adhd/facts.html>

Webpage, No Date

Author last name, First initial. (n.d.) *Title of page*. Website Name. URL

Tjornehoj, T. (n.d.). *The relationship between anxiety and depression*. Hartgrove Hospital.
<https://www.hartgrovehospital.com/relationship-anxiety-depression/>

Webpage, News Website

Use this format for sources found in online news sources (e.g., CNN, BBC, Reuters), not for articles found in online magazines and newspapers (e.g., New York Times, The Nation).

Asmelash, L. (2021, July 26). *How Black Lives Matter went from a hashtag to a global rallying cry*. CNN.
<https://www.cnn.com/2020/07/26/us/black-lives-matter-explainer-trnd/index.html>

Technical & Research Reports

Author's last name, First Initials OR Name of Group. (Year, Month Day). *Title of report* (Report No. xxx).
Publisher Name. URL or DOI

U.S. Department of Education (2022). *Report on the condition of education 2022* (NCES 2022-144).
National Center for Education Statistics. <https://nces.ed.gov/pubs2022/2022144.pdf>

Email & Other Personal Communications

Personal communications can include email, private letters, personal interviews, and telephone conversations.

Since they don't provide information that readers can find for themselves, they are not included in the references list.

- In the in-text citation, list the communicator's first initials and last name, the phrase “personal communications” and the exact date.
- Do not cite in the references list.



In-text citation examples

In narrative:

S. R. Narayan (personal communication, March 19, 2017)

In parentheticals:

(S. R. Narayan, personal communication, March 19, 2017)

Videos and Audio

YouTube (or other video website) Video

Group or (if known) Uploader's last name, First Initial. [username if different from listed uploader]. (Year, month day of upload). *Title of video* [Description of media type]. Publisher. URL

Library of Congress. (2022, Sept. 29). *Live! at the library: U.S. Poet Laureate Ada Limón opening reading* [Video]. YouTube. <https://youtu.be/xBAhpWLULLk>

Film or Video

Director's Last Name, First Initial (Director) (If director is unknown, use person of equivalent position like producer). (Year). *Video title* [Film; additional format information if necessary]. Production Company. URL (if video is online).

Jenkins, B. (Director). (2016). *Moonlight* [Film]. A24; Plan B Entertainment; Pastel Productions.

Podcast Episode

Host's Last Name, First Initial, (Host). (Date Episode was Released). Episode Title (No. xx, if podcast provides episode numbers) [Description of audio or video podcast]. In *Podcast Name*. Production company if applicable. URL if applicable.

James, B., & Kulwin, N. (Hosts). (2022, July 24). Stop Me Before I Kill Again (Season 3, Episode 1) [Audio podcast episode]. In *Blowback*.

Images/Visual Works

Photograph

Photographer Last name, First Initial. (Year image was created). *Title of work* [Type of work]. Source of Photograph. URL

Lawrence, W. (2021, May 26). *A dance by the water* [Photograph]. National Geographic. <https://www.nationalgeographic.com/newsletters/article/the-photos-we-loved-20211225>

Artwork

Artist Last name, First Initial. (Year or Years image was created). *Title of work* [Type of work]. Name of Museum art is displayed, Museum Location. URL if applicable

Unknown Dan Artist. (19th—mid-20th century). *Ceremonial ladle (wakemia or Wunkirmian)* [Wood Carving]. Metropolitan Museum of Art, New York City, New York, United States. https://www.metmuseum.org/art/collection/search/312458?&pkgids=656&ft=*&offset=0&rpp=20&pos=18



Notes:

- If you can only find the screen name of an author (such as a photographer on Flickr), that will do as the author's name.
- If the image is untitled, provide a description in square brackets instead.
- For artwork not in museums, follow same formatting but replace museum with otherwise applicable publisher or source.

Same Author, Different Works

List in chronological order, oldest source first. If both sources are from the same year, list them in alphabetical order by title. Add a letter (e.g. 2022a 2022b) to distinguish same-year sources.

Barkley, R. A. (2006). *Attention-deficit hyperactivity disorder: A clinical workbook* (3rd ed.). New York: Guilford Press.

Barkley, R. A. (2008). *ADHD in adults: What the science says*. New York: Guilford Press.

Barkley, R. A. (2014a). *Defiant teens: A clinician's manual for assessment and family intervention* (2nd ed.). New York: Guilford Press.

Barkley, R. A. (2014b). *Your defiant teen: 10 steps to resolve conflict and rebuild your relationship* (2nd ed.). New York: Guilford Press.

In-Text Citations

Paraphrasing

How to Paraphrase

- Cite only the last name of the author (or if the source is not by an author or authors, cite the organization, institution, or company responsible).
- Cite the year of the source.
- Within a paragraph, the second (or third, etc.) time you cite a source, don't list the date. Do include the date in every parenthetical.
- While it is required to cite the page number for books and multipage articles whenever quoting directly, **when paraphrasing it is not required to provide the page number. Page numbers can be very useful, however**, for both you and your audience.
- It is recommended to use past tense to explain what an author did: (*studied* something; *found* something, etc.) or the present perfect tense: (*has studied* something; *has found* something, etc.).

One Author

Smith (2006) studied how racism affects biracial college students (p. 62).

or



In a recent study of racism, biracial college students reported receiving prejudice from both racial groups to which they belonged (Smith, 2006, p. 62).

Two Authors

Jones and Rogers (2006, p. 123) found that stress can adversely affect sleep.

or

Stress can adversely affect sleep (Jones & Rogers, 2006, p. 123).

Three to Five Authors

Miller et al. (2006, p. 56) hypothesized that student expectations prior to enrollment would strongly influence their experiences of college life.

or

In an experiment to examine the impact of expectations on the experiences of first-year college students, researchers compared institution characteristics and student background characteristics with expectations of campus activities and the campus environment (Miller et al., 2006, p. 52-53).

How to cite a source that is cited in your source

- You've read and are citing Author A.
- Author A cites Author B.
- You haven't read Author B, but you still need to cite Author B.

Here's what you do:

1. List Author A (who you read) in the References List. Don't list Author B there.
2. In your text, use the following citation:

Author B's study (as cited in Author A, Year) or (Author B, Year, as cited in Author A, Year)

or

Find, Read, and cite Author B as its own source (the preferred option, according to APA).

Quoting

While APA recommends paraphrasing over direct quotations when possible, as you are able to add more additional context or include it in your own style, there are times where you will need to use direct quotations and it is important to know how to do so to avoid potential plagiarism.

How to quote a source directly:

- Cite only the last name of the author or if it doesn't have a listed author, cite the name of the organization, institution, or company responsible for the quote source.
- Cite the year of the source.
- Cite the page numbers, with a *p.* for a single page or *pp.* for multiple pages, which you should separate with a hyphen (e.g., pp. 1-2), or with a comma for multiple non-consecutive pages (e.g., 1, 3) after the date.



- If there is not an exact page number, provide a different way of indicating location, such as section name or paragraph number.
- If your quote contains a quote, use single quotation marks ('like this') around the shorter quote.

Quoting Example:

Although some academics heavily disagree that self-plagiarism is even a real thing, Eaton (2021) makes the point that “we are not talking about stealing from oneself, but rather deceiving those who give us credit for our work” (p. 101).

In-Text Citations for Quotes from Sources Without Page Numbers

As mentioned above, for sources without page numbers, using the paragraph number can be a way to provide a citation of where a quote comes from. Additionally, if the source has heading or section names, you can site those as well. You can also combine paragraph number and heading number for greatest level of specificity. This is especially useful for online resources. For quotes from audiovisual works, use the time stamp for when the section of the audio or video starts in place of the page number.

Parenthetical Example:

(Author’s Last Name or Group, Year, Name of section, para. #).

(Ures, 2021, New Hollywood’s Last Stand section, para. 2).

In-narrative Example:

Author’s Last Name or Group (Year, Name of section, para. #).

In their online information booklet, *Panic Disorder, a Real Illness*, the National Institutes of Mental Health state that the disorder usually starts between the ages of 18 and 24 (2006, When Does Panic Disorder Start? section, para. 1).

Note: When section headings or webpage titles are too lengthy to cite in full, shortening them is preferred. The original heading title for the above example was “When does panic disorder start and how long does it last?”

For Quotes Longer than 40 Words, Use a Block Quotation:

- Start the quote on a new line.
- Indent the entire quote by a ½ of an inch (see below for instructions).
- Don’t use quotation marks.
- Double-space the quote (just like the rest of the paper).
- Use brackets enclosing ellipses [...] to represent omitted text.
- If your quote contains a quote, use double quotation marks (“like this”) around the shorter quote.
- Place the last period *before* the in-text citation (the opposite of what you do for shorter quotes).

Long Quote Example

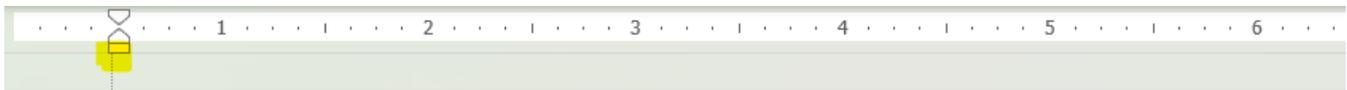
Elder and Paul (2006) explain the difference between absolutists and relativists:



Some people, dogmatic absolutists, try to reduce all questions to matters of fact. They think that every question has one and only one correct answer. Others, subjective relativists, try to reduce all questions to matters of subjective opinion. They think that no question has correct or incorrect answers but that all questions whatsoever are matters of opinion [...] Neither absolutist nor relativist leaves room for what is crucial to success in human life: matters of *reasoned judgment*. (p. 10)

How to indent a long quote:

1. **Highlight the entire quote.**
2. Click on the **bottom rectangle** (highlighted below) on the ruler near the top of the screen.
3. Drag the bottom rectangle to the **half-inch mark** (see below):



Ward et al. (2017) further explain:

The role of dependence in determining mere presence effects suggests that similar cognitive costs would not be incurred by the presence of just any product, device, or even phone. We submit that few, if any, stimuli are both so personally relevant and so perpetually present as consumers' own smartphones.

How to quote a source more than once within a paragraph:

- The first time you quote a source in a paragraph, follow the examples above.
- The second and subsequent times you quote that source within the same paragraph, only include the page number in parentheses. (You don't need the name and year.)

Example:

It can be helpful to sort questions into categories when analyzing virtually any issue. Elder and Paul (2006) offer three categories: "Questions of Procedure," "Questions of Preference," and "Questions

of Judgment” (p. 9). Questions of Procedure are generally unarguable and call for fact or definition, such as “How many democratic administrations have there been in the U.S. since 1829?” or “What is a *coalition government*?” The answers to Questions of Preference are open-ended and as varied as individual values, such as “How would I live differently if I took the ideas of this author seriously?” (p. 37). Questions of Judgment require “reasoning, but with more than one arguable answer” or “the best answer within a range of possibilities” (p. 9). An example from the field of political science is: “Is democracy the best form of governance?” This latter category of questions is most challenging, as it calls for the intellectual virtues of dispositions of humility, courage, empathy, integrity, perseverance, confidence in reason, and autonomy (pp. 43-44).

